

UNIVERSITY OF SOUTHERN CALIFORNIA

Program Administrator

Job Code: 133013

Grade:	J
OT Eligible:	No
Comp Approval:	6/14/2012

JOB SUMMARY:

Administers an academic, research, clinical or administrative program of the university. Plans and schedules program services. Administers program operations and administrative functions such as budget, policies, marketing, outreach, etc. Contributes to the design of program content, policies and strategic planning efforts. May oversee staff, students, volunteers, agency workers and/or resource employees.

COMPLETED POSITION QUESTIONNAIRE REQUIRED FOR POSTING.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

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|-------|-------|---|
| _____ | _____ | Administers an academic, research, clinical or administrative program of the university. Plans and develops program objectives and/or content. Researches and identifies trends and needs and establishes program directions accordingly. Assesses quality of program operations. Modifies existing program services or creates new program offerings to maintain or enhance program standing. Links program with other relevant departments on or off campus as necessary. |
| _____ | _____ | Develops and administers program operating and administrative policies. Manages the dissemination, interpretation and application of program policies and recommends or makes exceptions. |
| _____ | _____ | Manages the delivery of services to program participants and/or beneficiaries. Sets and communicates program priorities and performance standards and assesses operations using these criteria. Plans and conducts quality assurance reviews and recommends changes as appropriate. |
| _____ | _____ | Develops and conducts program-focused training and assesses proficiency or readiness of trainees. |
| _____ | _____ | Develops and administers program budgets and recommends or makes budgetary and resource allocations. Provides financial status reports as requested. |
| _____ | _____ | Develops strategies for marketing and promoting program, such as market research and development of marketing plans, personal networking, publications, demonstrations, event planning, etc. |
| _____ | _____ | Serves as a key resource for program information. Resolves problems or questions referred by program staff, university administrators, or other contingencies. Interfaces with faculty, staff, students, researchers, and external contacts for committee work or information exchange regarding program services or content. |
| _____ | _____ | Identifies fundraising and development opportunities. Seeks funds for program operations from private and public sources. Writes grants to fund program or works with faculty, researchers, and/or staff to develop research proposals. |
| _____ | _____ | Stays informed of developments in the field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes an active network of professional contacts. |

_____ Provides leadership and guidance to staff, student workers, volunteers, graduate students, outside consultants, and/or other constituencies, as assigned.
Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: No

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

- Bachelor's degree
- Combined experience/education as substitute for minimum education

Minimum Experience:

3 years

Minimum Field of Expertise:

Directly related professional experience in area of program specialization.

Preferred Education:

Master's degree

Preferred Field of Expertise:

Special education, licensing or certification requirements may exist based on program content.

Skills: Other:

- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Communication -- written and oral skills
- Conceptualization and design
- Development/fundraising
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Marketing
- Networking
- Organization
- Planning
- Problem identification and resolution
- Project management

Public relations
Public speaking/presentations
Research
Scheduling
Statistical analysis

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

May oversee staff, students, volunteers, agencies and/or resource employees.

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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